



CITY OF HOUSTON

Job Posting

1	Applications accepted	ALL PERSONS INTERESTED
2	Job Classification	Chief Nurse, RN
3	Posting Number	PN# 109386
4	Department	Health & Human Services Department
5	Division	Director's Office
6	Section	Quality Assurance
7	Reporting Location	8000 N. Stadium Drive
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Plans, performs and coordinates supervisory duties in developing and evaluating nursing activities of a health clinic.

CORE FUNCTIONS

- Performs audits of health clinics to determine compliance of standard protocols.
- Evaluates service to clients and determines and implements improved practices.
- Participates as Lead with medical review committee to review performance of health centers.
- Coordinates effectively with Quality Assurance group to address process improvements
- Evaluates and assists in the performance of State grant audits involving health programs.
- Performs special projects as requested.

WORKING CONDITIONS

The position is physically occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor of Science degree in Nursing from an accredited school or university. Must be licensed to practice as a registered nurse in the State of Texas.

MINIMUM EXPERIENCE REQUIREMENTS

- Five years of experience in nursing are required, with at least two years in a supervisory capacity. Two years of public health experience are preferred.
- A Master of Science degree in Nursing and three years of nursing may be substituted for the experience requirement.

MINIMUM LICENSE REQUIREMENTS

- Must be licensed to practice as a registered nurse in the State of Texas.
- Must have a valid Texas Driver's License in compliance with the City of Houston policy on driving (AP2-2).

PREFERENCES

- Experience working with Health Clinics.
- Strong communication skills both verbal and written.
- Computer literate and analytical experience.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 25
\$1,501 - \$2,845 Biweekly \$39,026 - \$73,970 Annually

OPENING DATE

March 15, 2006

CLOSING DATE

March 28, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer